

COUNTY OF YORK

MEMORANDUM

DATE: May 24, 2000

TO: York County Board of Supervisors

FROM: Daniel M. Stuck, County Administrator

SUBJECT: Recommendation for Time and Attendance Management System

The County currently uses a time and attendance system that is very labor- intensive and repetitive. In most cases time recording is manual, and data must be keyed at least twice because payroll and leave reporting are separate. Automating the process will decrease the overall amount of time spent on preparing time cards and on payroll and leave processing, resulting in a more accurate, reliable system of time and attendance management. A time and attendance management system (TAMS) will standardize procedures among the various County departments and between the County and School Division.

The following outlines the major advantages of a TAMS:

- Promotes employee accountability in time keeping
- Improves management control
- Improves speed and accuracy over a manual system
- Allows a productivity shift from time keeping to other areas
- Shrinks the gap between various departmental practices and policy and allows for more fair and impartial time keeping.
- Standardizes time reporting
- Complies with Fair Labor Standards

During each of the past several years, County staff has monitored the availability and costs of time and attendance management systems and found that systems capable of meeting the County's needs ranged from \$300,000 to \$500,000 in price. While the advantages of a TAMS were recognized, staff was of the opinion that, in this price range, there were capital needs of higher priority. Therefore, no request for capital funding was submitted.

The School Division included the purchase of an automated TAMS in its CIP for this fiscal year, funded from monies received from the Department of Defense. Given that the County processes payroll for the School Division, it was decided that the County should participate in the Request for Proposal (RFP) to determine if economies of scale would make it advantageous to purchase the system for both the County and School Division.

The RFPs have been evaluated and the vendor selected was Kronos Incorporated. Kronos is a well-known, multi-national corporation with a 50% market share of mid-sized firms and enterprise markets. Staff discussions with several of its governmental clients indicate

that Kronos is a highly respected and goal-oriented organization. Although Kronos has many separate school, general government, fire, and police department clients, they are eager to install a system, which supports school and general government functions in a single jurisdiction. The School Board approved the procurement of the TAMS during its meeting on May 22, 2000. By partnering with the schools, the County has the opportunity to procure the software, hardware, and services necessary for implementation at less than half of what it would cost to procure a similar system by itself. The cost to the County will be about \$115,000.

Your staff believes that procurement of a TAMS as described above is a sound investment and would represent a good use of contingency funds. Resolution R00-85 has been prepared for your consideration. If adopted, this resolution will approve the procurement of a TAMS and authorize the expenditure of \$115,000 from the contingency.

McReynolds/3700.ppl

Attachments:

- Contingency Reserve Summary
- Proposed Resolution R00-85